



Shawnee County  
Community Developmental Disabilities Organization  
"Your resource for connecting our community"

## TARC POLICY MANUAL – CDDO SECTION

<b>Subject: Service Reductions</b> <b>Effective Date: 05-01-03</b>	<b>Reviewed: 08-24-09</b>	<b>Policy No: 06-036</b>
<b>Revised: 05-10-06, 05-15-06,</b>	<b>Forms:</b>	

**POLICY:** *Service reductions include voluntary or involuntary reductions in the number of hours of paid support provided to some receiving In Home Supports, reduction of funds provided through Family Subsidy, or reduction in the number of days of Day or Residential services, or reduction of rates are at the discretion of the CDDO Funding Committee and SRS /CDDO contract.*

### GUIDELINES:

1. When a reduction is required due to the State of Kansas' financial situation a written notice will be given to the CDDO for adjustments to be made by affiliated providers within thirty (30) days of the effective date.
2. When a reduction is required due to the CDDO financial situation a written notice will be given to the individuals/and or affiliated providers within thirty (30) days of the effective date.
3. When a reduction is voluntary, written notice will be forwarded to the CDDO Funding Coordinator signed off by the recipient of the services(s) and/or the recipient's guardian for processing.
4. When a reduction is required due to the needs assessment tool a written notice will be given to the individual/and or affiliated provider within 5 business days.
  - a. If the individual's support network does not agree with the reduction request, the team may initially submit additional justification. After review of the justification if the reduction request remains, the team may access the CDDO Dispute Resolution policy 06-020. No reduction of services will occur until the dispute resolution process has been completed.
5. When a reduction is required due to the under utilization of services, availability of natural and community supports, developmental milestones, refusal to complete required paperwork and to meet with support network, and/or change in behavioral and medical conditions, the CDDO will notify the individual of the required reduction and allow 30 days for the reduction to take place.
  - a. If the individual's support network does not agree with the reduction request, the team may initially submit additional justification for the need of the service and at that time if the reduction request remains, the team may access the CDDO Dispute Resolution policy 06-020. No reduction of services will occur until the dispute resolution process has been completed.